



Indiana Department of Education  
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# Choice Scholarship Program

## Data Collection and Reporting

*Revised July 26, 2011*



# Data Collection

## What data is collected?

### STUDENT

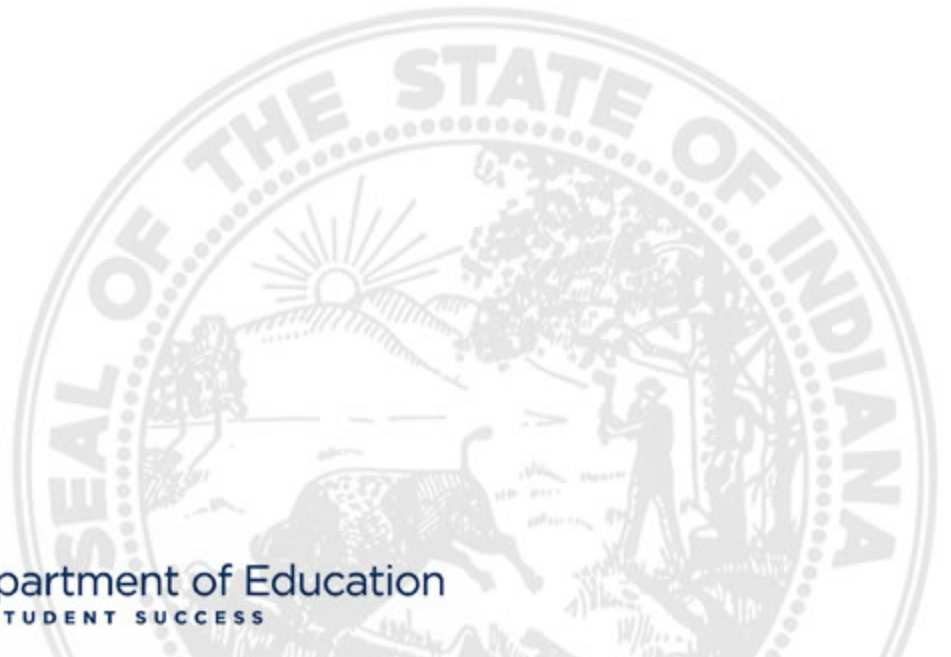
- STN Lookup
- Enrollment and Mobility(entry/exit)
- Testing Labels (ECA, IMAST)
- Graduates (9-12)
- Dual credit (9-12)

### SCHOOL

- School Calendar
- Master File



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# Data Collection

## When is the data collected?

July - May	School Calendar (2011-2012) – All nonpublic schools
July – May	Master File (2011-2012) – All nonpublic schools
Aug 15, 2011	STN Lookup – All nonpublic schools
Sep 16, 2011	Enrollment (DOE-EM) - Scholarship schools/students
Oct 1, 2011	Enrollment (DOE-NP or DOE-RT) – All nonpublic
May 4, 2012	Enrollment and Mobility (DOE-EM) - All nonpublic schools/students
May 4, 2012	Dual Credit (DOE-ND) – all nonpublic schools/students grades 9-12
October 2012	Graduates – all nonpublic schools/students with grades 9-12
On demand	Mobility (DOE-EM) - Scholarship schools/students (report exit date within 5 days)



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# Data Collection

## Where is the data collected?

All information regarding the collection of data can be found on the STN Home Page: <http://www.doe.in.gov/stn/welcome.html>

- Under Data Collection Support review the document “ 2011-12 Required Data Reporting” which lists all collections that are required for schools participating in Choice Scholarship
- Under Data Collection and Reporting, each collection listed identifies school year, collection window, when the data layout was posted, the Top 5 FAQs and the Collection page. Click on “Choice Scholarship Students” to find the Data layout and Instructions for the Input Form and the Parent Agreement Form. Click on Top 5 FAQs for answers concerning the data in the STN Application Center.
- Under Data Collection and Reporting click on “Collection Window” to change the order of the grid for the most current collection or click on “Data Layout Posted” for a quick review of any updates to a data layout.

## Data Collection

### Where is the data collected?

Data are collected via the STN Application Center. A User ID and password are required. <https://ac.doe.in.gov/appcenter/login.aspx>

- Student data is protected under the Family Educational Rights and Privacy Act (FERPA). A document for your review can be found under Data Collection Support.

### INPUT FORM

The input form can be found in the STN Application Center under Data Transfer>Input Forms>School Choice Scholarship Application

- The user must have data transfer privileges (assigned by local STN Site Administrator)
- The Parent and School Assurance Form is available on the Input Form.
- Once the data for the student is entered, click the Save button
- Errors on input will appear in red at the top of the form. The errors can be corrected and the Save button should be clicked again.
- Successful Submission will appear at the top of the page if the record is accepted.
- If the record has been entered incorrectly you must delete the record and re-enter again.



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# Data Collection

## Where is the data collected?

### INPUT FORM

- Scroll to the bottom of the input form for a list of students that have been entered.
- This list can be sorted by School ID, STN, Grade, Submission Time and Application Status by clicking on the heading
- Click on the View button to view the data reported for the student (this data cannot be updated or saved again)
- Delete a student record by clicking on the red X once the student record has been located.
- The application status field has been added to this report for your information. This field will change to approved when the approval letters have been prepared for mailing to the student.

## Data Verification

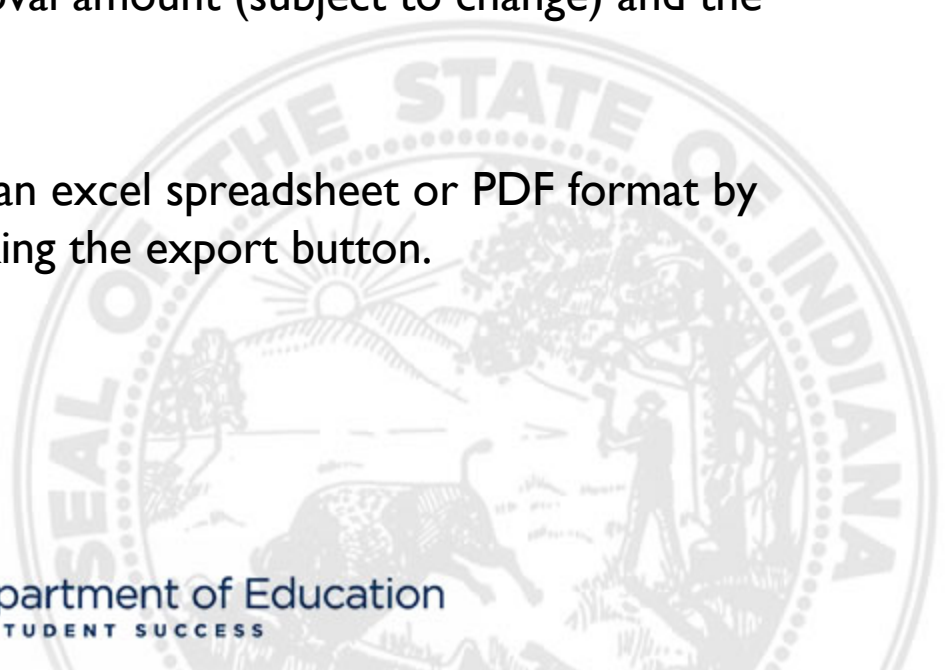
As with every collection it is necessary to verify the accuracy of the data reported. A report has been added to the STN Application Center under Data Verification>Reports>School Choice Scholarship Report.

This report contains all data submitted by your school and includes data from the state calculation. Fields include Attendance begin and end dates as reported on the DOE-AT, the approval amount (subject to change) and the status of the Approval Letter.

This report can be downloaded into an excel spreadsheet or PDF format by selecting the desired format and clicking the export button.



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# Data Collection FAQ's

- **Q. How do I determine corporation of legal settlement?**
- **A.** The corporation of legal settlement is the four digit state assigned corporation number of the public school where the student resides and would attend.
- **Q. How can I find the four digit corporation state assigned ID?**
- **A.** The corporation state assigned ID can be found in several ways, depending on how much information you have:
- If you know the name of the corporation where the student resides, an Excel list of the corporation names and numbers can be found at:  
[http://www.doe.in.gov/stn/reference\\_lists.html](http://www.doe.in.gov/stn/reference_lists.html)
- If you know the name of the corporation and/or school, you can use the Lookup function in the STN application center. Go to Lookup > School and Corp Lookup
- If you only have the address of where the student resides, you can use the address search program to get the name of the school corporation at:  
[http://www.stats.indiana.edu/maptools/address\\_search.asp](http://www.stats.indiana.edu/maptools/address_search.asp)



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# Data Collection FAQ's

- **Q. I am getting an error message that the STN and Direct Verification information do not match when I try to submit the student application using Option #1. What should I do?**
- **A.** When using option #1 the application will fail if the full name and birth date do not match exactly in both the STN Application Center system and the Direct Verification system. Although the full legal name is supposed to be used in both systems, spelling and punctuation do vary.
- If the name is not correct in the **STN** system, you can use the instructions at the following link to request a change. **Please be sure prior to submitting the request that you have verified that this change will reflect the student's legal name.**  
[http://www.doe.in.gov/stn/pdf/STN\\_Name\\_Status\\_Change\\_Requests.pdf](http://www.doe.in.gov/stn/pdf/STN_Name_Status_Change_Requests.pdf)
- If the name is not correct in the **Direct Verification** system, you will need to use Option #3 and fill in the income information to process the Choice Scholarship application.



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# Data Collection FAQ's

- **Q. I entered incorrect information in the application form and need to change it. However, I cannot edit the record. What should I do?**
- **A.** The only way to make a change to an existing application is to delete the original record and resubmit the entire application. Timing is important in this process so that a denial letter is not sent to the parents when you delete the original record. As long as you delete and resubmit the application on the same day, a denial letter should be not created.
- **Q. I made a change to the tuition amount for some students but the parents have already received an approval letter. Will another letter be sent to the parents?**
- **A.** Adjusted approval letters are not sent when a record is deleted and resubmitted. There is a “disclaimer” in the letter that the tuition amount is subject to change. You may, however, want to let the parents know that you have adjusted the tuition and fees especially if the amount you re-enter is less than \$4,500.



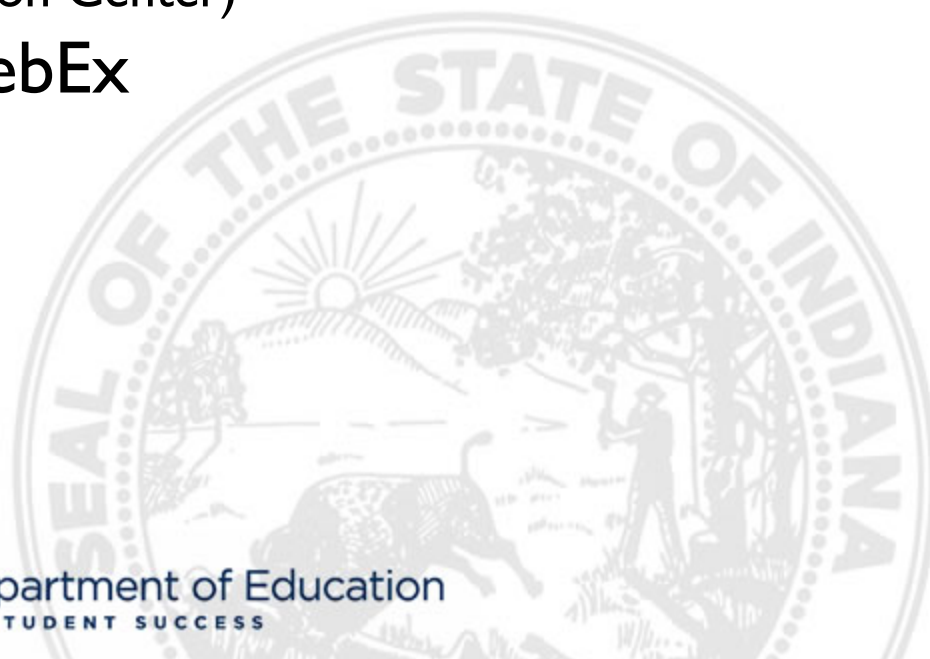
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# Data Collection Tools and References

- STN Home Page: <http://www.doe.in.gov/stn/welcome.html>
- Application Center Support
  - Quick Starts to the Application Center
  - Power Point Presentations
  - STN Training
  - Tutorials (inside Application Center)
- Video Presentations/WebEx
- Helpdesk
- Support Team



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# Data Collection

## Assistance with Data Collection

- Application Center Training
- Spreadsheets for DOE-EM, DOE-ND
- Input forms
- Data layouts – DOE-EM, DOE-ND
- FAQ's
- Authorize release of student-level AP data  
ChoiceSchool@doe.in.gov
- [stn\\_support@doe.in.gov](mailto:stn_support@doe.in.gov)
- 1-800-527-4931 STN Help Desk
- 317-232-0808 ext 1 STN Help Desk
- Team Leads – David Licht, Meredith Bovin



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